Position Description (Employee)
Area Co-ordinator

Division	City Planning, Development and Transport
Business Unit	Health and Building Unit
Grade/Band	Band 7
Date position description approved	10 December 2019

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

The primary purpose of this position is to provide support to an area based multidisciplinary team to deliver Council's policies and legislative responsibilities in relation to health and building functions.

Key accountabilities

- Oversee the allocation of work, monitor work practices of staff within the team to ensure consistency and accuracy in regards to the application of health and building policies and procedures.
- Support the operational needs of a multidisciplinary team of health and building professionals.
- Assist the Area Manager in review of completed works such as finalizing investigations, correspondence, notices, orders, certificates, exemptions and penalty infringements to ensure: technical correctness, consistency and appropriate application of enforcement policy/guidelines.

- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

Key challenges

- Assist the area manager to ensure KPI's are effectively managed and achieved including the delivery of effective and efficient public health and safety outcomes within multi-disciplinary team in a highly regulatory environment.
- Assist the area manager and technical officers in problem-solving successful compliance outcomes within a fluid regulatory environment.

Key relationships

Who	Why
Internal	
Area Manager	• Provide advice and report on progress towards business objectives • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Team staff members	• Direct and support performance and staff development • Guide, support, coach and mentor staff within the team
Stakeholders	• Engage and manage stakeholder expectations regarding KPI's and Enforcement action
Standards and Policy Specialists	• Discuss audit and verification outcomes
External	
Stakeholders/ Community (External customers)	• Engage and manage customer expectations regarding enforcement action

Key dimensions

Decision making

Has the authority to make decisions consistent with Council delegations and take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or work health safety requirements.

Reports to

Area Manager Health and Building Unit

Essential Knowledge, Skills & Experience

- Relevant tertiary qualification in a building or environmental health discipline.

- Demonstrated experience in working in at least one discipline within a Health and Building regulatory and compliance environment in a senior role.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Adept
	Demonstrate Accountability	**Advanced**
	Manage Self	**Advanced**
	Display Resilience and Adaptability	Advanced
Relationships	**Work Collaboratively**	**Adept**
	Communicate and Engage Respectfully	**Adept**
	Community and Customer Focus	Adept
	Influence and Negotiate	Adept
Results	**Deliver Quality Results**	**Adept**
	Create and Innovate	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	**Adept**
Resources	Finance	Foundational
	Technology and Information	**Intermediate**
	Assets and Tools	Intermediate
	Procurement and Contracts	Intermediate

This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	- Is prepared to make decisions involving tough choices and weighing of risks - Addresses situations before they become crises and identifies measures to avoid recurrence - Takes responsibility for outcomes, including mistakes and failures - Coaches team members to take responsibility for addressing and resolving challenging situations - Oversees implementation of safe work practices and the risk management framework
Personal Attributes Manage Self	Advanced	- Demonstrates motivation to serve the community and organisation - Initiates team activity on organisation/unit projects, issues and opportunities - Seeks and accepts challenging assignments and other development opportunities - Seeks feedback broadly and asks others for help with own development areas - Translates negative feedback into an opportunity to improve
Relationships Work Collaboratively	Adept	- Contributes to a culture of respect and understanding in the organisation - Creates an atmosphere of trust and mutual respect within the team - Builds cooperation and overcomes barriers to sharing across teams/units - Relates well to people at all levels and develops respectful working relationships across the organisation - Identifies opportunities to work together with other teams/units - Acts as a resource for other teams/units on complex or technical matters
Relationships Communicate and Engage Respectfully	Adept	- Tailors content, pitch and style of communication to the needs and level of understanding of the audience - Clearly explains complex concepts and technical information - Adjusts style and approach flexibly for different audiences - Actively listens and encourages others to provide input

		• Writes fluently and persuasively in a range of styles and formats
Results Deliver Quality Results	Adept	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Results Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Resources Technology and Information	Intermediate	• Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness